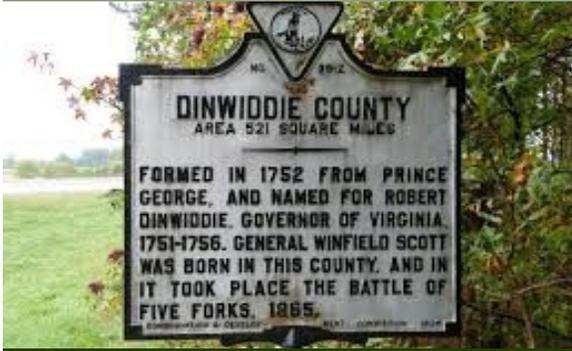


# DINWIDDIE

EST. 1752 *County* VIRGINIA



*Department of  
Planning, Zoning & Environmental*  
**Site Plan Process**



## Who Needs a Site Plan Review?

*Site plan review is required prior to the issuance of building permits, land disturbance permits, or occupancy permits in the following cases:*

- ⇒ Non-residential uses, to include, but not limited to, churches, schools or colleges, hospitals, nursing homes, institutional buildings, public buildings, parks and play grounds.
- ⇒ Any land use or development in multifamily residential, mobile home park, business, and industrial districts.
- ⇒ Any non-residential land use permitted by right in any district.
- ⇒ Any land use or development for which a conditional use permit or special exception is required.
- ⇒ Planned unit developments.

## Processing and Review Fees

*The following fees will need to be paid at the time of submittal:*

- ◆ Site/subdivision Plan Review Fee.....\$300 plus \$15 per acre
- ◆ E&S Control Plan Review Fee.....\$200 plus \$15 per acre

*The following fees will need to be paid prior to issuance of a land disturbance permit:*

- ◆ A VSMP fee must accompany the GP Registration Statement.
- ◆ Any Dinwiddie County Water Authority fees
- ◆ Any VDOT fees.

*Sites that are to be constructed within the County's designated Enterprise Zone shall have all fees waived with exception of DEQ's portion of the VSMP fee.*



## Land Development Committee

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## Site Plan Checklist Required

- County Site/Sub. Checklist
- County SWM Checklist
- VDOT Checklist
- Fire & EMS Checklist
- DCWA Checklist

## How Long to Receive Site Plan Approval?

Every site plan is different and has unique features that must be addressed. A typical site requires an average of two submittals to the county to obtain approval, which comes 60 to 120 days after the date of first submittal. Approval of your plan may take more or less time depending on the thoroughness of your design consultant and the complexity of your site. You can directly influence the cycle time of your property by staying involved with your design team throughout the review process.

## How Long is an Approved Site Plan Valid?

Site plans are valid for five years from the date of approval. VDOT approval of the land-use permit is valid for one year from the date of approval.



## Steps in the Site Plan Review Process

- ⇒ Contact the Planning Department to schedule a meeting with the LDC. A preliminary sketch of the development must be provided for review.
- ⇒ At the LDC meeting, requirements for the proposed development will be discussed.
- ⇒ The applicant will need to complete a Site Plan Application and an Erosion and Sediment Control Plan Review Application. The applications, review fees, eight (8) sets of engineered site plans and all applicable checklist shall be submitted to the Planning Department for distribution to the LDC.
- ⇒ Review of the site plans are conducted by the LDC and all comments are forwarded to the Planning Department. The Planning Department will then compile all comments and send them to the developer and the design engineer.
- ⇒ The developer/design engineer is expected to address each comment before resubmitting any revisions. A comment response letter must be drafted that addresses each comment from the LDC. If any particular item needs further time to resolve, this must be stated in the letter. The response letter and eight (8) copies of the revised site plans are to be submitted to the Planning Department for distribution to the LDC.
- ⇒ Once all agencies have been satisfied, the site plans shall be stamped approved and signed by each member of the LDC.
- ⇒ ***The following must be submitted prior to the issuance of a Land-Disturbance Permit:***
  - If disturbing 1 acre or more, a GP Registration Statement along with applicable fee must be submitted to the Dinwiddie County Environmental Administrator who is located in the Planning Department.
  - A Land Disturbance Application.
  - Erosion Control surety bond, letter of credit or check posted in the amount of the approved estimate.
  - Copy of the VDOT permit, a copy of the COE/DEQ approval of wetland disturbances, a copy of the Certified Responsible Land Disturber (CRLD) Certification, and a copy of the Building Permit.
- ⇒ Contact the Dinwiddie County Environmental Administrator at **(804) 205-4615** to schedule a pre-construction meeting on the proposed job site.

## What Happens Next?

- ⇒ After the preconstruction meeting, site work can commence.
- ⇒ Routine inspections shall occur during the construction of the project to ensure site work stays in compliance with the approved site plan and all applicable county, state and federal regulations.
- ⇒ If under the VSMP, a SWPPP with appropriate information, per the regulations, must be located at or near the entrance of site at all times.
- ⇒ One set of approved site plans must be onsite at all times.
- ⇒ Once the project is completed, a set of as-built drawings, certified by a Professional Engineer, shall be submitted to the Planning Department, stating that all improvements have been installed as represented and function as design.
- ⇒ If applicable, all SWM facilities must be certified and recorded in the Dinwiddie County Circuit Court.



*Dinwiddie County Planning, Zoning & Environmental*

## Dinwiddie County Planning, Zoning & Environmental

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